

RENTAL GUIDELINES FOR ALL FFCG FACILITIES

****EFFECTIVE IMMEDIATELY**** THE COUNCIL OF ELDERS AT ITS FEBRUARY 11, 2025, MEETING AUTHORIZED THE FOLLOWING RENTAL RATES AND GUIDELINES FOR USE OF ALL FACILITIES.

MULTI-PURPOSE BUILDING/GYM

1. RENTAL FEE OF \$200 IS CHARGED WHEN USING THE FACILITY FOR ONE 8-HOUR PERIOD. SHOULD YOU REQUIRE IT FOR LESS THAN EIGHT HOURS, THE FEE IS \$50 PER HOUR. FURTHER, SHOULD YOU NEED TO UTILIZE IT FOR MORE THAN 8 HOURS TOTAL, THE CHARGE IS \$50 PER HOUR FOR EACH ADDITIONAL HOUR. THE 8-HOUR PERIOD MAY BE SPLIT OVER TWO DAYS FOR DECORATING, TABLE SET UP, ETC.

2. OUR KITCHEN IS A "WARM AND SERVE" KITCHEN ONLY. NO COOKING FROM SCRATCH IS PERMITTED. PLEASE MAKE SURE ALL DISHES AND UTENSILS ARE WASHED, DRIED AND PUT BACK. TRASH IS TO BE PLACED IN THE RECEPTACLE OUTSIDE. FAILURE TO PROPERLY CLEAN UP RESULTS IN A \$100 CHARGE FOR CUSTODIAL SERVICES. TABLES AND CHAIRS ARE TO BE RETURNED TO THEIR PROPER PLACE. TAKE CARE WHEN RETURNING THEM THAT YOU DO NOT SCUFF THE FLOOR. DO NOT STACK CHAIRS MORE THAN SIX (6) HIGH. DO NOT ADJUST THERMOSTATS. REPRESENTATIVES OF THE CHURCH SET THEM. FURTHER, YOU ARE NOT PERMITTED IN THE UPSTAIRS OF THE FACILITY.

CHILDRENS MINISTRIES BUILDING

1. RENTAL FEE FOR THE CM BUILDING IS \$100 FOR ONE 8-HOUR PERIOD. SHOULD YOU REQUIRE IT FOR LESS THAN EIGHT HOURS, THE FEE IS \$25 PER HOUR. FURTHER, SHOULD YOU NEED TO UTILIZE IT FOR MORE THAN 8 HOURS TOTAL, THE CHARGE IS \$25 PER HOUR. THE 8-HOUR PERIOD MAY BE SPLIT OVER TWO DAYS FOR DECORATING, TABLE SET UP, ETC. ALSO, RENTERS OF EITHER FACILITY MAY NOT MOVE ITEMS FROM ONE FACILITY TO THE OTHER WITHOUT PERMISSION OF THE COUNCIL OF ELDERS OR A MAJORITY OF THE SAME.

2. ONCE AGAIN, THE KITCHEN IS A "WARM AND SERVE" KITCHEN ONLY. NO COOKING FROM SCRATCH IS PERMITTED. PLEASE MAKE SURE ALL DISHES AND UTENSILS ARE WASHED, DRIED AND PUT BACK. TRASH IS TO BE PLACED IN THE RECEPTACLE OUTSIDE THE MULTI-PURPOSE BUILDING/GYM. FAILURE TO PROPERLY CLEAN UP RESULTS IN A \$50 CHARGE FOR CUSTODIAL SERVICES. TABLES AND CHAIRS ARE TO BE RETURNED TO THEIR PROPER PLACE. DO NOT ADJUST THERMOSTATS. REPRESENTATIVES OF THE CHURCH SET THEM. ALSO, RENTERS OF EITHER FACILITY MAY NOT MOVE ITEMS FROM ONE FACILITY TO THE OTHER WITHOUT PERMISSION OF THE COUNCIL OF ELDERS OR A MAJORITY OF THE SAME.

**PLEASE CONTACT VICKI GREENE TO SCHEDULE AND FOR MORE INFORMATION. SHE MAY BE REACHED AT (304) 222-5936.

RENTER

DATE

CHURCH REP.

DATE